

Office Tech Focus



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Over-The-Top Achievement Award

Yvette Pawlowski was chosen for the first Over-the-Top Achievement Award on November 1. Ms. Pawlowski has been with the department for more than a year and teaches medical terminology and medical transcription courses online.

She started working full-time in the Skills Center in December and will work on the AHDI certification requirements for the department. She will also be working on a graduate handbook and a style guide for the medical transcription program.

Mrs. Cleaver presented the award to Ms. Pawlowski for her dedication to excellence and for working beyond her job duties. Ms. Pawlowski was surprised and commented, "I am grateful to work for an employer who appreciates you when you do a good job."

Scholarship Success

On October 23 the Office Technology scholarship fund reached \$5,000. Students celebrated soon after with cake and balloons. The money earned will accumulate interest that will then be given out in \$500 scholarships once it has built enough reserve. As of January 2011, there was \$5,197.39 in the account. Anyone wanting to contribute should check with an instructor.



Compiled by
Tiffany Moss
Office Technology
Intern

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Student Interview

I talked with Wilma Millsap, a student in the Skills Center. Mrs. Millsap has been at Central Texas College for more than two years. She is now retired but previously worked as a daycare provider for 13 years and as a substitute teacher for 3 years. She has five children and eight grandchildren. She is currently working on her degree in Office Management. Her decision to continue her education came after retiring and wanting to improve her skills at the computer.

Mrs. Millsap found out about the self-paced program through a counselor after finding herself trying to register too late in the semester to take traditional courses. She wanted to start immediately and decided on the Skills Center self-paced program.

She has taken courses such as English, computer applications, accounting, records management, and beginning and advanced keyboarding. When asked which course she had problems with, she explained that the Microsoft Access program gave her some trouble because of the many formulas there are to remember. She also said that she would rather create similar documents with other Microsoft programs.

Mrs. Millsap said that she prefers the self-paced classes to the traditional because she can work around her schedule better. She feels that working independently has enabled her to learn more than she would have traditionally.

In the future she hopes to complete her classes, take a small break, and then return for an internship. She recommends self-paced classes to students who want to learn independently and at their own pace.

Personal Interview by Tiffany Moss

Do you know about the Office Technology Website?

At times during the semester, students may want to access the Office Technology website for important information. This website can be found by going to instructional departments on the main CTC website and then clicking the Office Technology link or by simply going to the web address: www.ctcd.edu/office_tech/index.htm.

Here you will find the course schedules and descriptions, degree plans, and skills center calendars. Also available are links to pages about the faculty and staff in the department, contact information, brochures, the medical transcription program, advisory committee, and FAQs pages.

